



Residential Plan Review Check List

Codes Compliance Division 401 Lafayette Street Williamsburg, VA 23185-3617
(757) 220-6136 Fax: (757) 259-3798

The following items must be included with all residential permit applications at the time of submittal. The application can not be reviewed for code compliance if all of these items have not been included:

- ☐ Completed permit application. *All permit fees shall be paid for at the time of permit issuance.*
- ☐ Address (Please make sure that street name and subdivision is shown).
- ☐ Two copies of plans, three copies of site plan showing improvements and dimensions from lot lines, and one copy of the soil report.
- ☐ Name, address, and phone number of the plan preparer on the top sheet of both copies of each plan submittal.
- ☐ If the construction is being performed by the owner, a signed affidavit is required.
- ☐ A completed Land Disturbance permit application and Right-of-Way permit application.

Construction Documents:

- ☐ Four elevations with floor elevations above grade, roof pitch and drawing scale clearly noted.
- ☐ A foundation plan drawn to 1/4" scale. Details or notes must reflect requirements of the submitted soil report as well as code requirements. Engineered foundations are required when it has been determined that moderate or high shrink swell soils exist.
- ☐ Floor plans drawn to scale and have all dimensions and all rooms labeled.
- ☐ Detailed wall or building sections showing conformity to the CABO code, the soil report and the model energy code requirements (or evidence supplied to verify proposed alternate construction). Typical exterior wall sections shall clearly show attic and vaulted ceiling ventilation, and roof tie-downs as required by the CABO code.
- ☐ Ceiling heights shall be noted on the wall section or the elevations.
- ☐ Provide two copies of truss (floor and roof) plans by supplier or design professional for each area where they will be used.
- ☐ All framing members, joists, beams, girders, posts, and to be labeled as to location, direction, size, type, lumber grade and species and span on floor plans, foundation plan, and decks and porches as well as ridges, valley rafters, and hip ridge rafters on the roof plan. All load paths shall be clearly shown from the roof to the foundation bearing, or a structural analysis from a structural engineer provided.
- ☐ Window and door sizes are to be labeled on plan or schedule provided.
- ☐ Types of fireplace, dimensions and non-combustible hearth materials shall be clearly noted.
- ☐ Engineering for special construction features including, but not limited to false brick chimneys.
- ☐ All elevation and plan options, and details **not** pertaining to actual proposed construction shall be clearly marked out.

If you require clarification on any of these items, please contact the Building Code Official.

Project Address: _____

Print Name: _____ **Signature:** _____ **Date:** ____/____/____